UNITED
NATIONS

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Secretariat

ST/AI/388
14 September 1993

ADMINISTRATIVE INSTRUCTION

To: Members of the staff

From: The Under-Secretary-General for Administration and Management

Subject: PERSONNEL ARRANGEMENTS FOR THE UNITED NATIONS INTERNATIONAL DRUG CONTROL PROGRAMME (UNDCP)

1. Consistent with the desire of the General Assembly, expressed in its resolution 45/179 of 21 December 1990, for a unified central drug control entity with exclusive responsibility for coordinating and providing effective leadership for all United Nations drug control activities, while at the same time ensuring complementarity and non-duplication of activities within the United Nations system, the Secretary-General has approved the organizational structure of the United Nations International Drug Control Programme (UNDCP), as set out in ST/SGB/Organization, Section: UNDCP of 27 July 1993. The purpose of the present instruction is to outline the administrative arrangements for the Programme and the authority of the Executive Director in UNDCP personnel matters.

2. The Staff Regulations adopted by the General Assembly and the Staff Rules and administrative instructions promulgated by the Secretary-General pursuant thereto will apply to staff serving with the Programme in the same manner as they do to the rest of the Secretariat.

3. The staff currently serving with UNDCP who were appointed by the Secretary-General on the recommendation of the United Nations appointment and promotion machinery will continue to be governed by the terms of appointment and conditions of service specified in their letters of appointment. Their acquired rights and eligibility for reassignment within the Secretariat will not be affected. Appointments and contracts made after the date of the present instruction to posts financed by the Fund of UNDCP, under the provisions set out below, shall be limited to service with the Programme.

4. Subject to the retention by the Secretary-General of his authority to promulgate and interpret the Staff Regulations and Rules, and to take final decisions in appeals and disciplinary cases under the Staff Regulations and in compensation claims under Appendix D of the Staff Rules, full authority is delegated to the Executive Director by the Secretary-General as specified below,

thus giving the Executive Director the responsibility for administering, in the name of the Secretary-General, the Staff Regulations and Staff Rules in respect of staff paid from the Fund of UNDCP.

5. To this end the Secretary-General, in consultation with the Executive Director, will establish a UNDCP Appointment and Promotion Board whose composition, functions and procedures will be generally comparable to those of the Headquarters Appointment and Promotion Board, to advise the Executive Director with respect to staff paid from the Fund at the P-5 and D-1 levels. The Chief of Personnel, United Nations Office at Vienna (UNOV), will sit ex officio at the Board's deliberations.

6. The UNOV Appointment and Promotion Committee will advise the Executive Director with respect to appointments and promotions to Professional posts financed by the Fund at levels P-4 and below.

7. All appointments to posts financed from the Fund shall be reported regularly to the Secretary-General through the Director of Personnel, Office of Human Resources Management.

8. The Executive Director will appoint staff in the General Service and related categories to posts financed from the Fund on the recommendation of the UNOV Appointment and Promotion Panel.

9. Staff members whose posts are financed by the Fund will be recruited specifically for service with the Programme rather than with the Secretariat as a whole. Their letters of appointment will indicate that their services are limited to UNDCP. Such staff will be regarded as external candidates in filling vacancies in UNDCP posts financed from the regular budget. Movements of such staff between the Programme and other parts of the Secretariat will be subject to the same conditions and arrangements as are applicable to staff serving with voluntarily funded programmes of the United Nations.

10. The principle of recruitment on as wide a geographical basis as possible will govern the Professional staff paid from the Fund in accordance with the guidelines for voluntarily funded programmes. Such staff will be separately reported to the General Assembly in the Secretary-General's annual report on the composition of the Secretariat.

11. Thus, in accordance with the relevant staff rules, the Executive Director will have authority to appoint UNDCP staff whose appointments are limited to service with the Programme and whose posts are financed from the Fund up to the D-1 level to promote such staff up to that level and to terminate appointments of such staff at or below the D-1 level, except for terminations under article X of the Staff Regulations, but including terminations for unsatisfactory service, on the advice of the UNDCP Appointment and Promotion Board for staff at the P-5 and D-1 levels and the UNOV Appointment and Promotion Committee and Panel for staff at the level P-4 and below. Annex V to ST/AI/234/Rev.1 will be amended accordingly.

12. All appointments and promotions to posts above the D-1 level, or termination of appointments above the D-1 level, require prior approval by the Secretary-General. The provisions of ST/SGB/213/Rev.1, concerning the designation of staff members performing significant functions in financial

management, personnel management and General Services administration, shall be applicable to UNDCP.

13. The Executive Director will have authority to appoint, extend and reclassify technical cooperation project personnel up to and including the L-6 level. Appointments and extensions at and reclassifications to the L-7 level will require the prior concurrence of the Secretary-General. 200 series personnel will be recruited and administered in accordance with the policies and practices developed at United Nations Headquarters for such personnel. The Executive Director will also have authority to terminate the appointments of technical cooperation project personnel up to the L-6 level, except for terminations under article X of the Staff Regulations, in accordance with the provisions of staff regulation 9.1.

14. Staff of the Programme will be recruited and administered by the Personnel Service of UNOV on behalf of the Executive Director.

15. The administrative bodies established by the Secretary-General to advise him on staff matters, such as the Joint Appeals Board, the Joint Disciplinary Committee, the Claims Board and the Advisory Board on Compensation Claims, will have jurisdiction as regards all staff serving with the Programme, including staff paid from the Fund.